

INTERNET JOB SEEKER SERIES

By Bruce A. Bennett

Resumes, Cover Letters, and Applying Online

Wednesday, January 5, 10am - 12pm

This presentation showcases resume styles and the elements that go into building your resume. Every job application requires unique skills, and this session will show you how to improve your resume to match the jobs to which you are applying. Additionally, we will discuss cover letters and learn about ideas to include. Follow link to register: <https://us02web.zoom.us/j/602101XKsRdoNNGd4Dr>

Guide for a Winning Interview

Monday, January 10, 10am - 12pm

Guide for a Winning Interview is an in-depth review of the interview process. Preparation is a key element to acing an interview. Learn the best approaches from the initial phone screen to the face to face meeting with the hiring manager. You will hear great answers to several standard questions, including the dreaded "Tell Me About Yourself". Follow the link to register: <https://us02web.zoom.us/j/602101XKsRdoNNGd4Dr>

LinkedIn for Your Job Search

Monday, January 17, 10am - 12pm

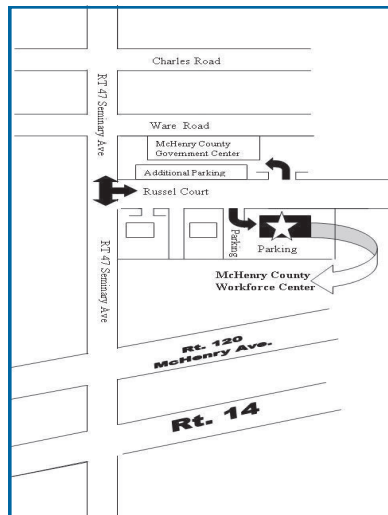
This workshop helps you understand and navigate your way through LinkedIn. A vast majority of companies are using LinkedIn as a recruiting tool. Topics covered include learning the many elements of your profile, populating your work experience history and understanding why a profile is more than just a resume. You will be able to identify the different features available on LinkedIn and where to focus your attention. Learn how to successfully build your network of connections and the use search tool filters that LinkedIn offers. Discover how to search for relevant LinkedIn Groups, Companies, and people. We will delve into creating a job search agent on LinkedIn and explore job applications on LinkedIn. Follow the link to register: <https://us02web.zoom.us/j/602101XKsRdoNNGd4Dr>

LinkedIn Strategic Guidelines

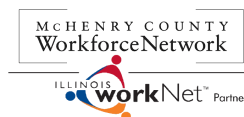
Wednesday, January 19, 10am - 12pm

LinkedIn is a powerful tool for networking, research, and marketing yourself to clients and employers. This session teaches strategic practices for building your LinkedIn internet presence and marketing yourself. The use of hashtags and ampersands will be covered as well as going mobile with the LinkedIn app. Follow the link to register: <https://us02web.zoom.us/j/602101XKsRdoNNGd4Dr>

NOTE: For the LinkedIn Workshops, attendees must already have a LinkedIn Profile. A webinar to learn how to create your LinkedIn account and start building your profile is available on our website at <https://bit.ly/3kqA1vm>



Parking permitted in MCWN lot and across the street in Government Center **ONLY**. **ALL OTHER LOTS WILL TOW VEHICLES.**



**500 Russel Court
Woodstock, IL 60098
Phone (815) 338-7100
Fax (815) 338-7125**

www.mchenrycountyworkforce.com



*McHenry County Workforce Network is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling **TTY (800) 526-0844 or 711.***

AVISO IMPORTANTE! Este documento contiene información importante acerca de los servicios de WIOA. Asistencia para la traducción telefónica de este documento vital, se encuentra disponible en el Centro de Fuerza Laboral del Condado de McHenry. 500 Russel Court, Woodstock, IL 60098. 815-338-7100 ext. 2793

January 2022

McHENRY COUNTY
WorkforceNetwork



McHenry County Workforce Center

500 Russel Court
Woodstock, IL 60098
(815) 338-7100 x2771
workforcecenterRR@yahoo.com

Resource Room Hours
Monday-Friday
8:30am - 4:00pm

A proud partner of the
americanjobcenter
network

Career Workshops and Services

Personalized Job Search Assistance Services

To sign up, contact the professional directly by email.

RESUME CRITIQUE

30 - 45 minute sessions

Dean Eitel - **January 10 and 24**
10 - 12

Email: deitel@depaul.edu

Kathy Hayhurst - **January 8**
8:30—11:30

Email: mcwnkmh@gmail.com

LINKEDIN CRITIQUES

Session is for profile review and / or Q&A about LinkedIn usage

Bruce Bennett - **Contact to schedule**
mcwnbennett@hotmail.com

Employability Training Workshop Communication

Thursday, January 6, 9 - 11am

Managers and employees rely on sound communication practices to build effective working relationships. Students will practice active listening and learn how to share information clearly and concisely. They will also explore the importance of nonverbal skills and cross-cultural understanding.

This will be an online workshop presented by McHenry County College.

Follow the link to register
<https://bit.ly/3q7G281>

Employability Training Workshop Professionalism

Thursday, January 20, 9 - 11am

Participants will explore defining and adopting a personal code of conduct that will support future career growth. This workshop will include learning how to identify and align with employer expectations and explore ways to maintain professionalism in the face of workplace and personal challenges. This will be an online workshop presented by McHenry County College.

Follow the link to register
<https://bit.ly/3e4JgnE>

CLOSED

Monday, January 17
for Martin Luther King Day

Most Workshops will be virtual.

**For questions please call (815) 338-7100 ext. 2771
or email workforcecenterRR@yahoo.com**

CAREER PATHWAYS WORKSHOP

Tuesday, January 4, 1 - 2pm

This workshop is designed to help assess your skills and interests as you develop a career plan and learn ways to align yourself with high growth occupations in McHenry County.

Follow link to register
<https://bit.ly/3lF3jQ>

RESUME AND COVER LETTER WORKSHOP

Tuesday, January 11, 1 - 2pm

This workshop is designed to provide guidance on resume trends and job search correspondence. Workshop will involve rewriting current resume or starting from scratch. We will also review some basic guidelines around writing an effective cover letter. Please have your resume available.

Follow link to register
<https://bit.ly/3or2Osj>

STRESS MANAGEMENT

Thursday, January 20, 1 - 2pm

Come learn helpful ways to cope with job loss and maintain your mental health by practicing mindfulness, changing negative habits, and unplugging from the overstimulation of modern day society. Workshop will involve practicing breathing exercises and completing self-care assessment worksheets.

Follow link to register
<https://bit.ly/3rC2usU>

INTERVIEW WORKSHOP

Tuesday, January 25, 1 - 2pm

This workshop is designed to give tips and tricks on handling the entire interview. We will cover everything from what to wear to how to send a follow up letter.

Follow link to register
<https://bit.ly/3lnRXaK>

Microsoft PowerPoint Essentials

Friday, January 7, 10 - 11am

The Microsoft PowerPoint Essentials workshop will show you how to create, format, edit and save a presentation.

Follow the link to register:
<https://bit.ly/3me4Fzm>

Microsoft Word Computer Class

Friday, January 21, 10 - 11am

The Microsoft Word Essentials workshop will show you how to create, format, edit and save a document.

Follow the link to register:
<https://bit.ly/3e46REZ>

NETWORK TO SUCCESS

JOB CLUB

Wednesday, January 12, 1 - 3:00pm

Making Lemonade Out of Lemons

Making Lemonade Out of Lemons or how to cope with job loss is a presentation that will address job loss and how to work through it. It identifies the stages of job loss that everyone goes through. Suggestions for getting on track with your job search should better equip you to move forward. The presentation emphasizes developing a positive mental attitude. The last portion will be about networking and incorporating social media into your job search.

Presented by: Bruce Bennett

Follow link to register:

<https://bit.ly/33sle47>

WIOA INFORMATION SESSION

Thursday, January 13, 9:30-10:30am

McHenry County Workforce Network has a variety of programs and services for job seekers seeking assistance in meeting the challenges of today's job market. We provide a one-stop system for employment related services in McHenry County and are part of a nationwide system. Come to an information session to learn more!

Follow the link to register:

<https://bit.ly/3J1jYVZ>

Apply for potential training ONLINE at:

www.mchenrycountyworkforce.com

Information Technology (IT)

Industry Networking Event

Thursday, January 27, 9 - 11am

Why Information Technology? IT is a high-demand, high-growth industry with opportunities for career advancement. Hear from a panel of local industry professionals as they introduce you to available careers and potential career paths within the IT industry. You'll learn what required skills and experience employers are looking for and walk through the day-to-day realities of these positions.

Follow the link to register

<https://bit.ly/3yIVegj>

Explore the Illinois Workforce Portal

www.illinoisworknet.com

Career Workshops and Services

- Available to all Job Seekers, FREE of charge
- Seminars are NOT considered "training" by IDES.